

Faculty Senate Policy Committee DRAFT
Meeting Agenda, Scholes Hall Room 101, December 6, 2017 3:30 pm – 5:00 pm

Updates

1. **F90 “Faculty Appointment, Reviews, and Criteria for Evaluation” and F100 “Teaching Load”** went out for faculty vote which closed 11/19/17
2. **C07 “Faculty Discipline Policy”** progress of AF&T review
3. The following policies were approved by the Faculty Senate 11/28/17:
 - 3a. **A66 “Policy Committee”**
 - 3b. **C20 “Employment of UNM Graduates”**
 - 3c. **D90 “Posthumous Degrees”**
 - 3d. **F10 “Role and Function of UNM Branch Community Colleges”**

Agenda Topics

Consent Agenda Topics: None

Action Items

1. **F70 “Articulation, Degree Approval, Transfers of Course Credit, and Approval of Credentialing Standards”** pg. 1
2. **F80 “Representation on Faculty Senate and Its Committees”** pg. 10
3. **A61.6 “Information Technology Use Committee”** pg. 12

F70: Articulation, Degree Approval, Transfer of Course Credit, and Faculty Approval of Credentialing Standards

Approved By: Faculty Senate

Effective Date: **Draft 2/28/17**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate

POLICY RATIONALE

Articulation: Though the branch colleges operate under an admissions policy different from that of the main campus, their The branch community college degree offerings are approved by the University of New Mexico (UNM), and many of their courses carry transfer credit toward UNM main campus baccalaureate degrees. This connection or articulation of programs means that branch college faculty members may be required to meet a more specific set of approval standards in order to teach transferable courses than to teach non-transferable courses. The policies that which govern the articulation of degree programs, the determination of course credit, and the approval of credentialing standards faculty approval between the for UNM branch community colleges the main campus are presented below.

POLICY STATEMENT

A. Degree, Certificate, and Credential Approval

1. All associate degree programs offered at the main campus in Albuquerque are authorized to be offered at the branches, upon approval by the appropriate college and department or program on the Albuquerque UNM main campus.
2. To meet local needs, The branch community colleges are authorized to develop and offer, with the approval of the Undergraduate Committee, the Curricula Committee, and the Faculty Senate, programs leading to all Associate the degrees, of Associate of Arts, and Associate of Sciences and The branches are also authorized to develop and offer, with the approval of the Office of the Provost/Executive Vice President for Academic Affairs, programs leading to the degree of Associate of Applied Sciences, as well as provide certificates and workforce credentials, provided the programs go through the required approval process for such programs at UNM main campus. The transferability to the main campus of credit for courses in these programs will be determined in accordance with the policy statements B. 1, 2, and 3 below.

B. Transfer of Course Credit, Certificates, and Credentials

The University UNM main campus will accept baccalaureate credits, and branch community colleges will accept transferable, certificate, and workforce credential credits, earned by students at any UNM branch community college, in accordance with the following policy:

1. Transferable credits earned in lower division courses that already appear in the any UNM campus catalog and/or UNM campus schedule of classes, which have been submitted by the branches and approved for credit by the appropriate department or program and the UNM Curricula Committee, and the branch instructor, content, and level of performance for said courses having been approved by the appropriate main campus department or program, will be accepted by the appropriate UNM campus as though they were earned on the main campus of origin, at the University in Albuquerque. Under the following provisions: the course sections must meet the catalog course description in the UNM campus of origin, and the course must follow the same student learning objectives or competencies as the sections at the campus of origin. As needed, syllabi, final exams, and/or other course materials may be requested by the corresponding department or program for articulation.
2. Proposed new lower division courses must follow the same approval process as any other course offered at UNM main campus and, if designed for transfer credit, must be approved by the appropriate department or program and/or college. which do not appear in the UNM Catalog and/or the UNM Schedule of Classes will be accepted by the University as though they were earned on the main campus if they have been designed by the branches in cooperation with the appropriate main campus department or program and college; approved for credit by the appropriate department or program and college and by the UNM Curricula Committee; and approved for their instructor, content, and level of performance by the appropriate main campus department or program.
3. Any lower division courses that have not gone through the required approval process prior to being offered are generally not acceptable for baccalaureate credit towards a UNM degree or certificate.
4. New and existing lower division courses designed by the branches which do not appear in the UNM Catalog and/or the UNM Schedule of Classes, and which have not been approved by a main campus department and the UNM Curricula Committee prior to being offered, are generally not acceptable for baccalaureate credit except (a) by petition and approval from the UNM degree granting unit, or (b) if determined to be equivalent to a main campus course by the UNM department or program which offers that course.
5. Special curricular offerings are authorized to meet local educational needs which are not being met by other institutions in the area. The transferability to the main campus of credit for these offerings will be determined in accordance with the policy statements B. 1, 2, and 3 above.

C. Faculty Approval of Credentialing Standards for Course Delivery

Branch community college faculty shall be qualified to deliver courses under the current UNM accrediting body's credentialing guidelines. Branch community colleges shall maintain adequate records to verify that appropriate accreditation credentialing guidelines are met.

1. Approval standards for transferable courses. Branch college courses carrying pre-designated transferability shall be offered by approved faculty. Tenured/tenure track faculty, by virtue of the standards required for their appointment, are automatically approved to teach transferable courses in their fields of credentialed expertise. Non-tenured/tenure track faculty, and tenured/tenure track faculty teaching outside their fields of credentialed expertise, must be approved to teach transferable courses before or as early as possible during the first semester in which they offer those courses. To be approved to teach transferable courses, faculty members shall meet written standards appropriate to the courses they are to offer.
2. Formulation of standards. The faculty approval standards for each transferable course shall be formulated in writing and adopted jointly by the appropriate branch college and main campus administrators. Normally these will be the administrators immediately responsible for supervising course offerings in a particular field: e.g., the chairs (or directors or coordinators or heads) of the departments or programs in the relevant discipline. Once formulated, the standards for each course shall be transmitted to, and

reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. The standards shall be kept on file by the Office of the Provost and by the branch college and main campus administrators who formulated them. They shall be transferred to, and applied in a consistent manner by, subsequent administrators, and they shall be revised only by joint written agreement of the appropriate administrators holding office at the time. All revisions shall be promptly transmitted to, and reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. Approval standards for each transferable course should be submitted to the Office of the Provost no later than June 1, 2006. After that date, and until such time as standards for the course are submitted, the main campus department shall be presumed to approve all instructors employed by the branch to teach that course. The implementation of faculty approval standards for each transferable course, as described in paragraphs 3-5 below, shall not begin until the standards for that course have been formulated, adopted, and reviewed as stipulated in this paragraph.

3. *Implementation of standards.* The determination that a prospective instructor meets the faculty approval standards for a transferable course shall initially be made by the appropriate administrator (department chair, program director, coordinator, or head) at the branch college. Approval of the instructor shall then be reviewed and confirmed or denied by the college's Dean of Instruction. If the Dean confirms the approval, the branch college may hire the instructor prior to receiving main campus approval. The approval shall then be forwarded to the Branch Executive Director for recommendation to the appropriate main campus department chair or program director; it shall be submitted no later than the third week of the semester. The approval shall be accompanied by copies of the faculty member's vita and syllabus for the course in question. The main campus administrator shall confirm or deny the approval before or as early as possible during the first semester in which the faculty member offers the course. This decision shall be promptly communicated in writing to the appropriate branch campus administrator, the Dean of Instruction, and, if the approval is denied, the Office of the Provost/Executive Vice President for Academic Affairs.
4. *Denial of approval.* If faculty approval is denied, the main campus administrator shall communicate the reasons for this decision in writing to the appropriate branch college administrator, the Dean of Instruction, and the Office of the Provost/Vice President for Academic Affairs. This communication shall refer specifically to the written faculty approval standards for the course in question but may include other considerations as well. Courses already in progress shall not be cancelled solely because faculty approval is denied or delayed. If approval is denied, the branch college administrator shall work with the main campus administrator to identify and employ an eligible substitute instructor. If no eligible substitute can be obtained, the faculty member who began the course shall finish it under the supervision of the branch college administrator; but the same faculty member shall not be employed again to teach the same course, or any other course that has comparable approval standards, unless s/he has received branch and main campus approval to do so before the course begins.
5. *Exemptions from standards.* Faculty members may teach transferable courses without meeting established approval standards only if the appropriate branch college administrator submits, and the Dean of Instruction supports, a request for an individual exemption from the standards. The request shall be accompanied by a detailed explanation of the reasons for the request and by the proposed faculty member's vita and syllabus for the course in question. The request shall be submitted to the appropriate main campus administrator no later than two weeks before the semester begins. If the request is not approved by the appropriate main campus administrator before the course begins, the course shall not be offered by the proposed instructor.
6. *Non-transferable courses.* Branch college courses not carrying pre-designated transferability shall be offered by faculty who meet the appointment standards set forth in the college's statement on appointment and retention (see section F60 below), and who are recommended for appointment by the appropriate branch college administrator (department chair, program director, coordinator, or head), the Dean of Instruction, and the Branch Executive Director. In making recommendations concerning all faculty appointments, administrators shall act in accordance with the standards and procedures set forth in the branch college statement on appointment and retention and in section F60 below. All faculty appointments are subject to review by the Provost/Executive Vice President for Academic Affairs.

APPLICABILITY

All UNM academic faculty, staff, and administrators.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committees in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

DEFINITIONS

No specific definitions are required for the Policy Statement.

WHO SHOULD READ THIS POLICY

- Students
- Faculty
- Department Chairs, academic deans and other academic administrators and executives

RELATED DOCUMENTS

UNM Regents' Policy Manual Policy 2.14 "Branch Colleges and Off-Campus Education Centers"
Higher Learning commission Faculty Credentialing Guidelines

CONTACTS

Direct any questions about this policy to the Office of the Provost or the Chancellor for Health Sciences.

PROCEDURES

No specific procedures are required at this time.

DRAFT HISTORY

February 28, 2017 – Incorporated final changes based on feedback from task force and faculty at the branch campuses.

November 10, 2016 – Incorporate changes based on feedback from the faculty at the branch campuses and from the Section F task force.

September 26, 2016 – Prepare revised draft to reflect changes requested by the Section F taskforce and move from information item to Policy document.

HISTORY

April 2005--Approved by the Faculty Senate

COMMENTS TO:
handbook@unm.edu

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Memorandum

Date: August 31, 2017

To: Faculty Senate Policy Committee

From: Faculty Handbook Section F, Branch Campuses Taskforce

Re: Justification for Proposed Changes to Faculty Handbook Policies in Sections F70, F90, and F100

This taskforce was appointed to review and make recommendations for amending Section F of the Faculty Handbook to ensure that it meets the needs of the Branch Campus faculty and administrators and is consistent with the rights and responsibilities of all UNM faculty Members and academic units.

Taskforce membership:

Lora Stone	UNMG faculty	Ken Roberts	UNMG admin
Elaine Clark	UNMV faculty	Laura Musselwhite	UNMV admin
Mickey Marsee	UNMLA faculty	Sharon Hurley	UNMLA admin
(Irina Alvestad, alternate)		(formerly Kay Willerton)	
Amie Chavez- Aguilar	UNMT faculty	Randi Archuleta	UNMT admin
Marsha Baum/Richard Holder	AF&T Liaison		
Elizabeth Hutchison	Committee on Governance Liaison		
Leslie Oakes	Faculty Senate Policy Committee Liaison		
Carol Parker, previously	Academic Affairs Liaison		

Revised policy drafts have been prepared which reflect the taskforce’s recommendations. Below are reasons for the recommended changes to Sections F70, F90, and F100 that the task force wishes to submit. Recommended changes for Sections F10 and F80 were submitted earlier, and were reviewed and accepted (with minor changes) by the FS Policy Committee.

F70 (original title): “Articulation, Degree Approval, Transfer of Course Credit, and Faculty Approval”

Changes to this section of the Handbook were previously submitted to the FS Policy Committee, who gave recommendation for submission later with changes from Section F90. Also, there was some concern about policies in this section being affected by the core course and common numbering initiative currently in progress with HED. There should not be any conflict as far as course numbering or core course requirements at the branch community colleges since any course that “transfers” to main campus is a UNM main campus course (i.e. will have the same number, description, and SLOs). Similarly, any course that transfers to another branch community college will have the same number, description, and SLOs. This is part of what is presented in this policy.

- Changed name of section to reflect that this section is about the credentials for faculty teaching courses offered at the branch community colleges.
- Streamlined wording about degree programs and courses offered at the branch community colleges that do not follow a different process from those offered at UNM main campus.
- Clarified the types of degree programs and workforce pathways offered at the branch community colleges.
- Clarified the articulation and transfer of courses offered at branch community colleges. Not only transfer credits for baccalaureate programs, but also credits that may transfer to other branch community colleges.
- Clarified that new courses and programs developed at branch community colleges follow the same process as those created by any other educational entity of UNM.

- Stated the circumstances under which courses at the branch community colleges may not be accepted for transfer to another entity in UNM.
- Changed name of section concerning faculty who deliver the courses at branch community colleges.
- Clarified how qualifications of faculty teaching classes will be determined and that supporting documentation will be maintained.
- Removed wording that was unnecessary given that branch community colleges are required to follow the same accreditation guidelines as UNM main campus.

F90: “Faculty Appointment, Reviews, and Criteria for Evaluation”

- Clarified the purpose of this section to contain policies as described in the title.
- Clarified that UNM policies on Academic Freedom and Tenure apply also to the branch community colleges, with noted exceptions.
- Removed redundancies in the various paragraphs in this section, i.e. former paragraph B listed ranks again, even though paragraph A states what ranks are allowed at the branches.
- Describes credentials required for all ranks at the branch community colleges based on the current accreditation guidelines concerning faculty credentials, as well as national common practice among two-year campuses. See Higher Learning Commission Faculty Credentialing Guidelines (<https://www.hlcommission.org/Publications/determining-qualified-faculty.html>), as well as guidelines published by the Two-Year College English Association (http://www.ncte.org/library/NCTEFiles/Groups/TYCA/GuidelinesPrep2YCEngFac_REVISED.pdf) and position statement published by the American Mathematical Association of Two-Year Colleges (<http://www.amatvc.org/general/custom.asp?page=PositionAcademicPrep>).
- Clarified that each branch community college will provide, to the appropriate main campus review committee, detailed policies and procedures for faculty evaluation. These policies and procedures will follow categories and guidelines provided in Section B and in keeping with the mission of the branch community colleges.
- Streamlined and clarified the work flow process for review of faculty for promotion (and tenure).
- Provided clear description of appeal available at the branch community college level. In particular, make clear that grounds for appeal is not limited to violation of academic freedom.
- Eliminated the provision for a separate grievance process at the branch community colleges; faculty at the branches will have access to the same grievance process as main campus faculty.

F100 (original title): “Teaching Load”

Changes to this section of the Handbook were previously submitted to the FS Policy Committee, who rejected the proposed changes because the requirement of load units departs from what is typically required for main campus faculty. The branch community colleges point out that the primary purpose of the branches (see the revised section F10) is teaching, thus setting a typical teaching load per semester of 15 load units is in keeping with the charge and purpose of the branch community colleges. Also, the breakdown of 9 teaching load units, 9 scholarly work load units, and 5 service load units is deemed “typical” in Section C100, not required. In addition, wording in Section C100 allows for the Deans to set the academic load for faculty “...which are suitable substitutes for those provided here for teaching and research...” Changes made to this section:

- Clarify how this section relates to the Faculty Handbook Policies C100 and C110.
- Establishes the required number of teaching load units per semester for full-time branch community college faculty. In particular, replaces the wording “credit hours” with the term “load units.”
- Provides a mechanism for adjustments to this required number of teaching load units.

Memorandum

Date: August 18, 2017

To: Faculty Senate Policy Committee

From: Faculty Handbook Section F, Branch Campuses Taskforce

Re: Justification for Proposed Changes to Faculty Handbook Policies in Sections F70, F90, and F100

This taskforce was appointed to review and make recommendations for amending Section F of the Faculty Handbook to ensure that it meets the needs of the Branch Campus faculty and administrators and is consistent with the rights and responsibilities of all UNM faculty Members and academic units.

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(Irina Alvestad, alternate)		(formerly Kay Willerton)	
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F70 (original title): "Articulation, Degree Approval, Transfer of Course Credit, and Faculty Approval"

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- Changed name of section to reflect that this section is about the credentials for faculty teaching courses offered at the branch community colleges.
- Streamlined wording about degree programs and courses offered at the branch community colleges that do not follow a different process from those offered at UNM main campus.
- Clarified the types of degree programs and workforce pathways offered at the branch community colleges.
- Clarified the articulation and transfer of courses offered at branch community colleges. Not only transfer credits for baccalaureate programs, but also credits that may transfer to other branch community colleges.
- Clarified that new courses and programs developed at branch community colleges follow the same process as those created by any other educational entity of UNM.

- Stated the circumstances under which courses at the branch community colleges may not be accepted for transfer to another entity in UNM.
- Changed name of section concerning faculty who deliver the courses at branch community colleges.
- Clarified how qualifications of faculty teaching classes will be determined and that supporting documentation will be maintained.
- Removed wording that was unnecessary given that branch community colleges are required to follow the same accreditation guidelines as UNM main campus.

F90: "Faculty Appointment, Reviews, and Criteria for Evaluation"

- Clarified the purpose of this section to contain policies as described in the title.
- Clarified that UNM policies on Academic Freedom and Tenure apply also to the branch community colleges, with noted exceptions.
- Removed redundancies in the various paragraphs in this section, i.e. former paragraph B listed ranks again, even though paragraph A states what ranks are allowed at the branches.
- Describes credentials required for all ranks at the branch community colleges based on the current accreditation guidelines concerning faculty credentials, as well as national common practice among two-year campuses. See Higher Learning Commission Faculty Credentialing Guidelines (<https://www.hlcommission.org/Publications/determining-qualified-faculty.html>), as well as guidelines published by the Two-Year College English Association (http://www.ncte.org/library/NCTEFiles/Groups/TYCA/GuidelinesPrep2YCEngFac_REVISED.pdf) and position statement published by the American Mathematical Association of Two-Year Colleges (<http://www.amatyc.org/general/custom.asp?page=PositionAcademicPrep>).
- Clarified that each branch community college will provide, to the appropriate main campus review committee, detailed policies and procedures for faculty evaluation. These policies and procedures will follow categories and guidelines provided in Section B and in keeping with the mission of the branch community colleges.
- Streamlined and clarified the work flow process for review of faculty for promotion (and tenure).
- Provided clear description of appeal available at the branch community college level.
- Eliminated the provision for a separate grievance process at the branch community colleges; faculty at the branches will have access to the same grievance process as main campus faculty.

F100 (original title): "Teaching Load"

Changes to this section of the Handbook were previously submitted to the FS Policy Committee, who rejected the proposed changes because the requirement of load units departs from what is typically required for main campus faculty. The branch community colleges point out that the primary purpose of the branches (see the revised section F10) is teaching, thus setting a typical teaching load per semester of 15 load units is in keeping with the charge and purpose of the branch community colleges. Also, the breakdown of 9 teaching load units, 9 scholarly work load units, and 5 service load units is deemed "typical" in Section C100, not required. In addition, wording in Section C100 allows for the Deans to set the academic load for faculty "...which are suitable substitutes for those provided here for teaching and research...." Changes made to this section:

- Clarify how this section relates to the Faculty Handbook Policies C100 and C110.
- Establishes the required number of teaching load units per semester for full-time branch community college faculty. In particular, replaces the wording "credit hours" with the term "load units."
- Provides a mechanism for adjustments to this required number of teaching load units.

F80: Representatives on Faculty Senate and Its Committees

Approved By: [Faculty Senate](#)

Effective Date: **Draft 9/25/17**

Responsible Faculty Committee: [Policy Committee](#)

Office Responsible for Administration: [Office of the University Secretary](#)

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate

POLICY RATIONALE

The Faculty Constitution affirms the rights of branch community college faculty to be represented in the Faculty Senate and to decide upon the faculty governance procedures best suited to the effective functioning of each individual branch community college.

POLICY STATEMENT

In accordance with the procedures established by the Faculty Senate and its component committees, branch community colleges shall have representation on the Faculty Senate Standing Committees and the Faculty Senate. Faculty at branch community colleges shall have the right to create faculty governance bodies, policies, and procedures for their campuses, provided those assemblies do not conflict with the authority and functions of the Faculty Senate described in the Faculty Constitution.

APPLICABILITY

All UNM faculty and academic administrators.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

DEFINITIONS

No specific definitions are required for the Policy Statement.

WHO SHOULD READ THIS POLICY

- [Faculty](#)
- [Department Chairs, academic deans and other academic administrators and executives](#)

RELATED DOCUMENTS

UNM Regents' Policy Manual **Policy 2.14** "Branch Colleges and Off-Campus Education Centers"
Faculty Handbook **A51** "Faculty Constitution, Article II"

CONTACTS

[Direct any questions about this policy to the Office of the University Secretary](#)

PROCEDURES

[No specific procedures at this time.](#)

DRAFT HISTORY

[October 24, 2016 – Prepare revised draft to reflect changes requested by the Section F taskforce.](#)

HISTORY

COMMENTS TO:
handbook@unm.edu

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A61.6: Information Technology Use Committee

Approved By: Faculty Senate

Last Updated: November 22, 2011 **Draft 11/14/17**

Responsible Faculty Committee: Information Technology Use Committee

Office Responsible for Administration: Office of the University Secretary

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

POLICY RATIONALE

The Information Technology (IT) Use Committee is the voice of the faculty in the co-governance of IT matters.

POLICY STATEMENT

The Information Technology Use Committee, in cooperation with UNM IT and other core technology providers, is advisory to the office of the Provost/Vice President for Academic Affairs on all matters relating to technology access. The Committee represents and reports to the Faculty Senate through regular procedures and submits a yearly report to the Senate. In cooperation with the University of New Mexico (UNM) IT, Health Sciences Center (HSC) IT, and other core technology providers, the Committee acts in collaboration with the IT Academic Technologies Advisory Board, IT Research Technologies Advisory Board, and HSC ITAC to provide review of and recommendations regarding administration, purchasing, use, and implementation of IT systems and applications. Through communication with the academic, research, patient care, and administrative units, it represents the needs and concerns, particularly of the academic, research, and patient care community, for computing resources and information technology needs. The co-chairs of the Information Technology Use Committee ~~is a~~ are voting member(s) of the Academic Technologies Advisory Board and the IT Research Technologies Advisory Board. The Committee's purview includes, but is not limited to, soliciting faculty feedback, assessment and articulation of faculty needs, advocacy of innovative and effective instructional, research, and patient care technologies, active participation in IT strategic planning, advice on IT budgets, recommendation for priorities and liaison with academic, research, patient care, and as well as administrative computer users.

Membership: Sixteen (16) voting faculty which will include one (1) faculty member from a Branch Community College; seven (7) faculty members from Main Campus from at least three (3) schools and colleges none of whom are from the same department; seven (7) faculty members from the HSC, and one (1) faculty member from the Faculty Senate Research Policy Committee. The UNM Chief Information Officer (CIO), HSC CIO, Main Campus Deputy CIO, HSC

Deputy CIO, Senior Vice Provost for Academic Affairs, and the Vice Chancellor for Academic Affairs will serve as ex-officio, non-voting members. If unable to attend a Committee meeting, an ex-officio member may send a designee subject to approval by the Committee.

The terms of office shall be for two (2) years, set up on a staggered basis so that the terms of at least six (6) members will expire each year. Members can be appointed for a second two-year term. A Co-Chair representing Main Campus and a Co-Chair representing HSC are elected by the Committee and normally will serve a renewable two-year term. In addition to the Committee members, subcommittee membership will be augmented with other faculty, administrators, staff, and students as required for specific subcommittee tasks.

APPLICABILITY

All UNM units, including the Health Sciences Center and Branch Campuses.

DEFINITIONS

No specific definitions are required for the Policy Statement.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

WHO SHOULD READ THIS POLICY

- Academic chairs, directors, and deans
- Non-academic managers and directors
- Vice presidents and other executives

RELATED DOCUMENTS

[University Administrative Policy Manual](#)

[2500: Acceptable Computer Use](#)

[2510: Computer Use Guidelines](#)

[2520: Computer Security Controls and Access to Sensitive and Protected Information](#)

[2530: Remote Electronic Input to the Financial Accounting Systems](#)

[2540: Student Email](#)

[2550: Information Security](#)

[2560: Information Technology \(IT\) Governance](#)

[2570: Official University Webpages](#)

[2580: Data Governance](#)

[2590: Access to Administrative Computer Systems](#)

[Faculty Handbook \(Are there any?\)](#)

[HSC IT Policies and Standards -- will link to \(https://hsc.unm.edu/about/cio/user-support/it-policies-and-standards.html\)](https://hsc.unm.edu/about/cio/user-support/it-policies-and-standards.html)

CONTACTS

Direct any questions about this policy to the UNM Office of the University Secretary.

PROCEDURES

No procedures needed at this time

HISTORY

March 22, 2011 – Approved by Faculty Senate

DRAFT HISTORY

[November 14, 2017 – Revised draft to address HSC concerns.](#)

April 3, 2017 – Revised draft to include IT Committee’s recommended changes.

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